

REQUEST TO AMEND ZONING ORDINANCE
ZONING APPLICATION

1. A petition (application) requesting a zoning amendment must be submitted to the Division of Planning by the Petitioner, a minimum of thirty (30) days prior to the public hearing date for the Planning Commission.
2. The petition shall be accompanied by the following:
 - a. A check in the amount of four hundred dollars (\$400.00) plus seventy-five dollars (\$75) per acre to cover the cost of publishing legal notices and administrative expenses for hearings before the Planning Commission and the City Council.
 - b. A map showing the subject property (preferably a copy of the Valuation Map available from the Map Room, City Hall).
 - c. Thirteen (13) copies of a preliminary site plan indicating proposed use of the property. (The petition will be placed on the first available Technical Review Committee (TRC) agenda. The appropriate site plan review fee will be charged to the petitioner. This charge is in addition to the four hundred dollars (\$400) plus seventy-five dollars (\$75) per acre fee.)
 - d. Two (2) photographs of each required sign providing notification of the proposed rezoning. The first photograph shall show the wording on the sign, and the second photograph shall show the sign's location on the property.

NOTE: Thirteen (13) copies of the appropriate site plan will be required prior to the Planning Commission meeting and an additional eighteen (18) copies prior to the City Council meeting.

The site plan MUST be no larger than 11" x 17."

At the time an application is filed with the Division of Planning, a sign shall be posted on the property by the applicant notifying interested persons that a rezoning application has been filed. Said sign shall be located within one (1) foot of the right-of-way of a public street or road upon which said property or proposed use fronts. The sign shall be placed on the property at five hundred (500) foot intervals. If the property in question has five hundred (500) feet or less frontage, one sign shall suffice. Where property does not front on an existing right-of-way, said sign shall be placed within the right-of-way of the nearest street or road. The sign shall read as follows:

NOTICE TO REZONE

48" Name of Applicant or Owner:
Telephone Number:
Address of Property:
Present Zoning:
Proposed Zoning:
Proposed Use of Property:

Additional Information: Call Planning Division,
Department of Community Development, 455-3900

72"

Said sign shall be of wood or metal, at least forty-eight (48) inches by seventy-two (72) inches in size, and the lettering thereon shall be black letters on a white background and shall be at least three (3) inches in height. The applicant shall notify the Division of Planning in writing that the sign has been erected and where located.

The sign shall contain no additional advertisement or words other than that which is specified herein. Said sign shall remain posted until final action has been taken by the City Council. After final action has been taken by the City Council or the petition has been withdrawn, the sign shall be removed within ten (10) calendar days by the petitioner at his expense. If any sign remains posted longer than this ten-day period, the petitioner shall be deemed in violation of this ordinance and subject to the penalties as set forth in Section 35.1-20 of the City Zoning Ordinance, adopted December 12, 1978, or as amended.

3. When a proposed amendment of the Zoning Ordinance involves a change in the zoning classification of twenty-five (25) or less parcels of land, then in addition to the advertising as above required, the Planning Division shall notify the property owner, their agent, and all property owners within two hundred (200) feet of the proposed zone change not less than ten (10) days prior to the public hearing before the Planning Commission. Notification shall be by first class mail; and the cost of this notification shall be taxed to the applicant, unless waived by the City, at a standard rate of current first-class postage for each written notice.

If the public hearing is continued, notice shall be re-mailed. Cost of any notice required under this section shall be taxed to the applicant.

4. The petitioner or his representative shall be present at the Planning Commission and City Council meetings at which the proposed zone change is to be considered.

NOTE: A petition will not be considered complete until the Planning Division is in receipt of all items outlined in Sections 1 and 2. When applicable, charges resulting from the execution of Section 3 above will be billed to the petitioner prior to the Planning Commission public hearing.

Additional information concerning site plan platting requirements is available from the Division of Planning.

5. The Planning Commission strongly encourages the petitioner to contact all property owners within two hundred (200) feet of the subject property to inform them of the purpose of the petition and to attempt to resolve any potential problems prior to the scheduled public hearing before the Planning Commission. The Planning Division will provide the petitioner with the names and addresses of the surrounding property owners as soon as possible after receipt of an application.
6. If further information or assistance is needed, please contact the Division of Planning, Department of Community Development, City Hall, Second Floor, 900 Church Street, Lynchburg, VA 24504, Telephone: (454) 455-3900.

CITY OF LYNCHBURG
APPLICATION FOR A CHANGE IN
ZONING DISTRICT CLASSIFICATION

FOR OFFICE USE ONLY RECORDED SIGNED POSTED FEE RECEIVED
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TO: The Honorable City Council
Council Members:

Pursuant to Article IV, Section 35.1-17 of the Zoning Ordinance for the City of Lynchburg, the undersigned owner of the following described property hereby applies for a change of zoning classification from: _____
to: _____

1. NAME/ADDRESS OF FEE SIMPLE PROPERTY OWNER OF RECORD:

Name _____
Address _____
Telephone Number (Area Code) _____

(If the property is owned by an organization that has its headquarters in another location, written authorization to allow the rezoning must be submitted from the parent organization.)

2. The undersigned owner authorizes the entry onto his property by the Planning Commission Members and/or Planning Division Staff during the normal discharge of their duties in regard to the above application.

Signed: _____, Owner

3. The undersigned owner states that no application for substantially the same change in zoning district classification of the above property has been acted upon by City Council within twelve (12) months prior to the date of this application.

Signed: _____, Owner

4. APPLICANT

Owner _____ or Contract Purchaser _____ If Applicant is contract purchaser, written proof of approval by fee simple owner is required. Such proof may be signed statement, copy of purchase agreement stating such condition, or such other instrument as necessary to provide such evidence.

Name _____
Address _____ Zip Code _____
Telephone Number _____ Area Code _____

5. REPRESENTATIVE

Name _____
Address _____ Zip Code _____
Telephone Number (____) _____ Fax Number (____) _____
Date of Filing _____ Fee Paid \$ _____

6. PROPERTY LOCATION (general locations) - (Example - South line Route 333
approximately 1,000 ft. west of Route 444) _____

7. DESCRIPTION OF PROPERTY

Parcel Number (City Assessor's Valuation Map #) _____
Subdivision _____ Section _____ Block _____
Lot _____ Source of Title: _____ Deed Book # _____
Acreage _____ Page # _____

METES AND BOUNDS DESCRIPTIONS (Provide a separate metes and bounds
description for each zone change requested): _____

8. DEED RESTRICTIONS _____

9. PROPOSED USE: (if zoned) _____

10. VICINITY ZONING PATTERN: _____

11. VICINITY LAND USE _____

12. This is to certify that the required sign was posted on the property notifying interested
persons that a rezoning application has been filed on _____

Signed _____, Petitioner